

### CHECK LIST FOR NEW PLATS

- \_\_\_\_\_ 1. Map or plat size shall be 14" x 20" (preferred) but no larger than 17" x 20".
- \_\_\_\_\_ 2. Letter size can be no smaller than 1/8".
- \_\_\_\_\_ 3. No bold print except on titles and headings.
- \_\_\_\_\_ 4. Accurate and complete title shall be given on each plat or map.
- \_\_\_\_\_ 5. North arrow and basis for reference shall be shown.
- \_\_\_\_\_ 6. Place of beginning shall be properly shown.
- \_\_\_\_\_ 7. Monumentation set, or found together with an accurate and complete legend of symbols shall be shown.
- \_\_\_\_\_ 8. A note certifying that all monumentation shown as placed has been set.
- \_\_\_\_\_ 9. Names with deed volume and page reference (prior to 2017) or deed instrument Number (2017 forward) for existing and adjoining property owners shall be shown.
- \_\_\_\_\_ 10. Citation of pertinent documents shall be given.
- \_\_\_\_\_ 11. All easements shall be shown.
- \_\_\_\_\_ 12. Distances and bearings, lot numbers and graphical scale shall be shown.
- \_\_\_\_\_ 13. Acreage of each parcel, including the acreage (residue) even if over 10 acres shall be noted.
- \_\_\_\_\_ 14. Surveyor's printed name, and signature, and date of survey shall be shown.
- \_\_\_\_\_ 15. Surveyor's Ohio Registration number and seal shall be shown.
- \_\_\_\_\_ 16. Any other items required by the subdivision regulations. (Compare with Section 410 of subdivision regulations.)
- \_\_\_\_\_ 17. The plat shall be in **BLACK** ink.
- \_\_\_\_\_ 18. A vicinity map shall be shown.